

# PROCEDURE

## How to Check Your Security Education Status

Below is a step-by-step approach to checking the status of your security education training plan which will allow you to know in advance your expiration dates for any security education requirements.

### NOTES

- 1) This procedure applies to checking any required training, but specifically addresses Training Plan 729, which contains two elements:
  - a) Comprehensive Security Briefing (Course 8480, required for anyone receiving a LANL-issued cleared DOE Standard badge for the first time);
  - b) Security Refresher (Course 1425, must be taken at least annually).
- 2) An individual's security area access will be temporarily inactivated automatically if the badgeholder is not in compliance on the Security Refresher requirement.
- 3) To check one's Training Plan status, a Token Card (e.g., SecureID card, CryptoCard) is necessary – if you do not have a Token Card, your Group Administrator may have the necessary authority to do the check for you.

### STEP-BY-STEP PROCEDURE

- 1) Go directly to the Laboratory's Web-based Virtual [Training Center](#) you can also get to it from the Laboratory's (internal view) [home page](#) by selecting **Training** (lower left side) .
- 2) Once at the Virtual Training Center Web site, select **Training Reports** (upper right side of the page).
- 3) Scroll to the bottom of the **Training Reports** page and click on the button **Get a Report** – at this point, you will be prompted to authenticate yourself using your Token Card – you will be prompted to enter your Z number and access code (password).
- 4) This will bring up the **Data Warehouse** Web site – make sure that the **Personnel** tab at the top of the blue area is selected.
- 5) Go to the right column of the **Data Warehouse** list of reports, and select **Training Plan Overview** under the **Training Summary** category.
- 6) The window that comes up should show your Z number.
- 7) Fill in the **Training Plan Number** (for checking your security refresher status, enter **729**).
- 8) Enter **A** on the **Person Status** line; the **Format** line should read **HTML (Show in browser)**.
- 9) Click on the button **Create Report**.
- 10) The report that displays will show you details of your Training Plan 729.

For problems running the report, contact the CIC-6 Help Desk at 665-4444, and select option 2.